

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tele 231-242-1555 Fax 231-242-1565

LTBB Job Hotline 1-866-582-2562

hr@ltbbodawa-nsn.gov

Job Posting

Job Title:	Contract Health/Dental Receptionist
Department:	LTBB Health Department
Reports To:	Health Coordinator
FLSA Status:	Non-Exempt
Salary Range:	\$19,859-\$26,868
Level:	1
Open Date:	12-1-06
Closing Date:	12-22-06

SUMMARY Position is responsible for receptionist duties for the LTBB Dental and Contract Health Services. Answers all incoming phone calls to the Health Department and routes them to the appropriate Department. Assists with patient registration into the RPMS computer system, Contract Health Referrals, prescription authorizations and Dental appointment scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Answer incoming phone calls for Contract Health and Dental.

Maintains a professional and friendly demeanor when talking with patients.

Schedules Dental appointments for LTBB Dental Clinic when needed.

Completes Patient Registrations for LTBB Health Services.

Provides assistance to patients in applying for alternate medical payer resources that they may be eligible for.

Files documents in patient CHS files and on computer system.

Maintains all patient information in strictest confidence as privileged personal medical information.

Assist patients with referrals to other health services as necessary.

Serves patients by answering questions about LTBB health services policies, processes and eligibility.

Responsible for logging and filing Contract Health Services mail on a daily basis.

Contributes to Health Department operations by adhering to departmental policies and procedures.

EDUCATION and/or EXPERIENCE

Must be High School graduate or equivalent. Must have a minimum of one year experience working in an office setting. Experience working in a medical office setting is preferred.

Skills and Abilities

Must be able to establish and maintain working relationships with clients and the public. Must be friendly and personable and have excellent phone skills. Must be computer proficient. Must be able to travel for training and conferences.

Certificates, Licenses, Registrations

Must have drivers' license and be insurable.

COMMENTS

Tribal preference will apply.